

MINUTES OF THE  
UTAH ASSOCIATION OF COUNTIES INSURANCE MUTUAL  
BOARD OF DIRECTORS MEETING HELD ON  
THURSDAY, MAY 21, 1992

Commissioner Scott Hirschi, Vice-President of the Utah Association of Counties Insurance Mutual, called the meeting to order at the Utah County Administrative Offices. Commissioner Tom Hatch, who is the President of the UACIM, was excused from the meeting today because he is testifying in a case today and must be elsewhere.

The following individuals were present: Commissioner Kenneth R. Brown, Rich County; Dennis D. Ewing, Tooele County Clerk; Sheriff Sidney P. Groll, Cache County Sheriff; Commissioner Gary R. Herbert, Utah County; Jerry Hess, Davis County Deputy Attorney; Commissioner Scott Hirschi, Washington County; Commissioner Dixie Thompson, Emery County; L. Brent Gardner, Executive Director of the Utah Association of Counties; Harry P. Bowes, consultant to the Utah Association of Counties Insurance Mutual; David L. Nelson, Risk Management Control Manager for the Utah Association of Counties Insurance Mutual; Jay Odice, Vice-President of Rollins Burdick Hunter; Jess A. Hurtado of Rollins Burdick Hunter of Utah, Inc.; and Douglas Alexander of Rollins Technical Services.

MINUTES

A Motion was made by Commissioner Kenneth R. Brown to approve the Minutes of the April 8, 1992, Board of Directors Meeting as prepared. A second to that Motion was made by Dennis D. Ewing and unanimously passed.

INTRODUCTION OF THE NEW LOSS PREVENTION MANAGER

Commissioner Hirschi introduced the new "Loss Prevention Manager" to members of the Board. David L. Nelson was hired by the Board following its previous meeting on April 8, 1992.

Mr. Nelson expressed his pleasure at being selected for the position and his intention to shortly begin conducting a risk review for each county.

Jerry Hess informed the Board that the Litigation Management Committee recommended that copies of each county's risk review be provided to members of the Board.

Mr. Nelson indicated that he would make it a matter of policy to provide copies of those reviews to this Board.

PRESENTATION OF CLAIMS REPORT

Douglas Alexander was asked to present the "Claims Report." He passed out copies of an approved list of defense attorneys who will be used by the Mutual.



Commissioner Thompson raised the question of whether counties are allowed to contact these firms for advice prior to a claim being filed for purposes of preventing a claim.

Mr. Ewing outlined the procedure as being that if a county seeks advice, they will be expected to pay for it. However, the county is free to contact any attorney. If, however, the county wants the UACIM to pay the legal fee, then Mr. Alexander should be contacted first.

Mr. Alexander presented an overview of cases of which there were 23 "Auto Claims," 14 "General Liability" and 4 "Other." Commissioner Hirschi requested that the Board be furnished with a copy of the overall report each month as referred to by Mr. Alexander. Mr. Alexander reviewed the claims over \$5,000.00 with the Board and the Board gave him appropriate instructions in order to resolve each of the cases reviewed.

#### SPECIAL SERVICE DISTRICTS

Mr. Bowes was asked to review the proposed guidelines for contracts involving insurance contracts to outside entities. Four criteria were listed in proposal which entities would have to conform to in order to obtain coverage from the UACIM.

As to "Special Service Districts" and "Other Interlocal or Contractual Agreements," Mr. Hess was asked to take an assignment to report back at the next UACIM Board of Directors Meeting with a recommendation as to whether they be included or excluded from coverage by the UACIM.

Mr. Nelson was asked by the Board to survey all members of the UACIM concerning the entities which exist in each county and other information associated with those entities' present insurance coverage.

Mr. Hurtado will provide a draft policy and accompanying documents and forms to be executed by organizations using county facilities seeking a "Certificate of Insurance."

#### EQUIPMENT FOR LOSS PREVENTION PROGRAM

Mr. Gardner informed the Board members that UAC needs to provide some equipment for loss prevention purposes. He handed out a list of items compiled by Mr. Nelson, but went on to indicate that to purchase all the items on the list would require a transfer within the budget.

The Board reviewed the list and directed that the projector, screen, VCR, and the TV monitor not be purchased at this time. Many counties will have some of that equipment available. Commissioner Thompson made a Motion to transfer \$1,000.00 from "Transportation - General" and \$1,000.00 from "Printing and Copying" to "Furniture and Equipment." Commissioner Thompson's Motion was seconded by Mr. Ewing and the Motion was carried unanimously.

#### PURCHASE OF AN AUTOMOBILE FOR THE LOSS PREVENTION PROGRAM



The Board then reviewed the options that could be taken to provide reimbursement for travel to Mr. Nelson. Mr. Nelson had indicated previously that his personal vehicle is not suitable for extensive travel at the present time. The Board discussed the type and price range of vehicles that could be purchased. Commissioner Brown made a Motion that a vehicle be purchased for use by the Loss Prevention Manager, the purchase price of which is not to exceed \$11,000.00. The Motion was seconded by Mr. Ewing and it was unanimously carried.

#### PAYMENT OF COMPUTER CONSULTING FEE

Mr. Gardner asked for the Board's approval to pay the expenses incurred for consulting with Mr. J. R. Moore concerning computer equipment. He came to Salt Lake from Denver and spent some time with Mr. Gardner in the UAC offices. A Motion was made by Mr. Ewing, seconded by Mr. Hess and unanimously passed that the UACIM pay the expenses incurred as a result of consulting with Mr. Moore.

#### DISCUSSION OF PRIORITIES WITH HARRY P. BOWES

There was a discussion about the potential of networking all of the Western States associations so that information about the insurance pooling could be shared, etc. Mr. Bowes mentioned that he is working on getting a "bulletin board" established for just that purpose. The question was raised as to whether Mr. Bowes is on retainer to the UACIM, but it was reiterated that he is paid on an hourly basis. Mr. Bowes mentioned that it doesn't matter to him how his consulting fee is paid--by a retainer, annual fee or on an hourly basis.

#### PAYMENT OF THE UACIM ANNUAL FEE TO THE UTAH ASSOCIATION OF COUNTIES

Mr. Gardner requested the Board's approval for the UACIM to make the payment of the annual fee to UAC for administration. The net amount of the fee, less the implementation expenses paid is \$189,858.41. Commissioner Brown made a Motion approving the payment of the administrative fee totaling \$189,858.41 to the Utah Association of Counties. The Motion was seconded by Mr. Ewing and it passed unanimously.

#### SCHEDULING OF FUTURE MEETINGS OF THE UACIM BOARD OF DIRECTORS

The Board set the next two meeting dates to be Thursday, June 18, 1992, in Panguitch at Noon and in Logan at 1:00 p.m. on Wednesday, July 29, 1992.

There being no further business to come before the meeting, it was adjourned.



UCICIM  
minutes  
May 21, 1992  
Provo, UT.

Attending

Scott Hirschi ✓  
Gerry Hess ✓  
Ken Brown ✓  
Dennis Ewing ✓  
Gary Horbert ✓

Dixie Thompson ✓  
Ed Groll ✓  
Burt Gardner ✓  
Jay Odice ✓  
Harry Bowes ✓

Jess Hunticks ✓  
Dave Nelson ✓  
Dary Alexander ✓

Meeting was called to order by Vice President Scott Hirschi.

~~Motion~~ Motion to approve the minutes of the April 8<sup>th</sup> meeting was made by Ken Brown. Seconded by Dennis Ewing. Motion passed unanimously.

Mr. Hirschi introduced the new Loss prevention manager to members of the Board. David Nelson was hired by the Board following its previous meeting on April 8<sup>th</sup>.

Mr. Nelson expressed his pleasure at being selected for the position and his intention to begin shortly in conducting a risk review for each county.



Gerry Hess informed the Board that the litigation management Committee recommended that copies of each County's risk review be provided to members of the Board.

~~Mr.~~ Mr. Nelson indicated that he would make it a matter of policy to provide copies of those reviews to the Board.

Doug Alexander was asked to present the claims ~~report~~ report. He passed out copies of an approved list of defense attorneys and law firm who will be used by the mutual.

Ms Thompson raised the question of whether Counties are allowed to contact these ~~for~~ firms for advise prior to a claim being filed for purposes of preventing a claim.

Mr. Ewing authorized the procedure as being that if a County seeks advise they will pay for, the County is free to contact any attorney. If, however, the County wants UACIM to pay the <sup>legal</sup> fee, then Mr. Alexander should be contacted first.

Mr. Alexander presented an overview of cases  
Total Auto claims - 23    General liability - 14  
other - 4.

Mr. Hirsch requested that the Board be given a copy of the overall report each month referred to by Mr. Alexander.

Mr. Alexander reviewed claims over 25,000 with the Board, and gave him appropriate



instructions to carry out ~~the~~ resolution of the cases ~~the~~ reviewed.

Mr. Bowes was asked to review the proposed guidelines for contracts involving insurance contracts to outside entities. Four criteria were listed in proposal which entities would have to conform to ~~the~~ to obtain coverage from UACIM.

~~Mr.~~ Mr. Hess was asked to take an assignment to report back at the next Board with a recommendation as

1. Special Service Districts
2. Other interlocal <sup>or Contractual</sup> agreements

to whether they be included or excluded from coverage by UACIM.

Dave Nelson was asked to survey all members of UACIM concerning the entities which exist in each County and other information associated with those entities present insurance coverage.

Jess Hurtado will provide a draft policy and accompanying documents and forms ~~for use by~~ to be executed by organizations using County facilities seeking a Certificate of Insurance.

Mr. Gardner informed the Board that UAC needs to provide some equipment for loss prevention purposes.

He handed out a list of items compiled by Mr. Nelson but indicated that to purchase all items would require a transfer ~~from~~ within the budget.

The Board reviewed the list and directed that



the projector, screen, vcr, tv monitor not be purchased at this time. Many counties will have some of that equipment available. Dixie Thompson made the motion to transfer \$1000 from Transportation-General and \$1000 from printing and copying to furniture and equipment. Seconded by Dennis Ewing.

Motion passed unanimously.

The Board reviewed the options that could be taken to provide reimbursement for travel to Mr. Nelson. Mr. Nelson ~~was~~ indicated that his personal vehicle is not suitable for extensive travel at the present time. The Board discussed the type and price range of vehicles that could be purchased. Ken Brown made a motion that a vehicle be purchased for use by the loss prevention manager not to exceed \$11,000. Dennis Ewing seconded the motion. Motion passed unanimously.

Mr. Gardner asked for approval from the Board to pay expenses of <sup>MR.</sup> JR Moore for Computer Consulting.

Those totaled to

Dennis Ewing moved to approve the consulting expenses. Seconded by Gerald Heas. Motion passed.

Mr. Gardner requested approval for UACIM to make the payment of the annual fee to UAC for administration. The net amount of the fee less the implementation expenses paid is \$189,858.41. Ken Brown made the motion to approve payment of the administrative totaling \$189,858.41 to the Utah Association of Counties. Seconded by Dennis Ewing. Motion passed unanimously.

June 18<sup>th</sup>  
12:00 noon

July 29<sup>th</sup>  
Logan  
1:00 pm



The Board set the next two meetings  
dates to be June 18<sup>th</sup> at 12:00 Noon in  
Panginteh and July 29<sup>th</sup> at 1:00 pm in  
Logan.

Meeting Adjourned.



# UAC Insurance Mutual Board of Directors

Old Utah County Court House, Room 211  
10 South University venue  
Provo, Utah

Thursday, May 21, 1992 1:00 p.m.

## A G E N D A

1. Call to Order
2. Minutes
3. Introduction of Loss Prevention Manager
4. Claims Report
5. Special Districts Policy
6. Brokerage and Claims Agreements
7. Equipment Purchase for Loss Prevention
8. Automobile Reimbursement Policy
9. Consulting Functions
10. Other



# Memo

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To: UACIM Board of Directors  
From: Brent Gardner  
Date: Wednesday, May 13, 1992  
Subject: Notice of Meeting and Agenda

The next meeting of the UAC Insurance Mutual Board of Directors will be held on Thursday, May 21, 1992 in room 2300 of the Utah County Administrative offices located at 100 East Center Street in Provo.

Originally the meeting was scheduled to begin at 4:00 p.m. in the afternoon due to county visits scheduled on the same date. Since the county visits have been re-scheduled the Board meeting will begin earlier starting at 1:00 p.m.

A copy of the agenda is attached. If there are other items that should be discussed in the board meeting please let me know. The meeting should conclude by 4:00 p.m.

Following the Board meeting, at 5:00 p.m., those counties previously purchasing coverage from Utah Local Government Trust will meet to discuss options concerning the payment of the contingency fee. A memo was sent out on April 21, 1992 to all counties involved regarding the issues which need to be resolved by those counties in response to the ULGT fee.



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